



**An Invitation to Apply for the Position of
Development Coordinator
Collaborative for Academic, Social, and Emotional Learning**

Posting Date: March 2023

The Collaborative for Academic, Social, and Emotional Learning (CASEL), a nonprofit organization based in Chicago, is dedicated to advancing the science and practice of social and emotional learning (SEL). CASEL's mission is to help make evidence-based social and emotional learning (SEL) an integral part of preschool through high school education across the country. We believe that systemic educational efforts that promote students' social and emotional competence are a key ingredient that will enable all young people in our diverse society to lead healthier, happier, more productive, and fulfilling lives.

With committed and growing philanthropic funding and a cohesive strategic plan, CASEL is endeavoring to:

- Support the implementation and document the impact of systemic SEL in large school districts and socio-demographically diverse school districts across this nation.
- Capture, refine, and test the learnings to advance the research base for the process of implementing systemic SEL and share that knowledge broadly.
- Identify and evaluate interventions and assessment tools to accelerate high-quality implementation of SEL nationwide.
- Partner with SEL program providers, colleges of education, professional organizations, school districts, and researchers to support scaling of SEL.
- Promote federal and state policies that encourage academic, social, and emotional learning.
- Strategically communicate to foster widespread demand for SEL as an essential part of students' education at the classroom, school, district, state, and national level.

POSITION SUMMARY

CASEL seeks a full-time Development Coordinator to join the team. This position is remote and reports directly to the Director of Development.

The Development Coordinator has an essential role in supporting the operational, administrative and fundraising functions of the development department. The Coordinator will oversee the use of Salesforce to ensure data fidelity and effective integration into development operations. The Coordinator provides project management for SEL Exchange fundraising and the annual campaigns. Working closely with the Director of Development, the Coordinator is responsible for elements of a positive donor experience including CASEL's gift and pledge acknowledgement process. The Coordinator manages the calendars to ensure deadlines are met and to support donor relations. The Coordinator will support the implementation of the development plan so the department operates efficiently and effectively, meeting annual goals.

OPPORTUNITIES/EXPECTATIONS

The Development Coordinator will:

- Lead on the management and use of Salesforce: Perform inputs, review, and updates of data and records; Generate mailing lists and reports as requested by the Director of Development; Log activities, notes and next steps in Salesforce within 1 week.
- Utilize Salesforce, Asana, and other tools to track development pipeline activities, grant and report deadlines, and other deliverables to ensure timely delivery by development team.
- Project manage the fundraising, benefit delivery, and post event follow up of the annual SEL Exchange.
- Oversee accurate gift processing, including timely gift entry and acknowledgement and integrity of data in Salesforce.
- Provide detailed, holistic and timely support for the Development Department, including but not limited to: calendar, task management, meeting and presentation preparation, stakeholder record keeping.
- Project manage annual fundraising campaigns and department related mailings.
- Produce agendas for weekly department check-ins and pipeline meetings with time provided to allow for input and feedback.
- Deliver accurate and thorough research on donors and prospects.
- Oversee grant award protocol process and ensure task completion.
- Support continuous improvement of development processes for increased operational efficiency and effectiveness.
- Actively participate in the creation of an annual development plan and follow through on its successful completion.
- Perform other related duties and participate in special projects as assigned.

QUALIFICATIONS AND EXPERIENCE

The background and educational experience required for this position are:

- At least 1-2 years of successful professional experience in nonprofit development or related fields.
- Knowledge of fundraising principles and practices to participate in the planning and implementation of an effective, well-rounded development campaign.
- Computer skills:
 - Microsoft Office Suite
 - Salesforce or another CRM system, preferred
 - Asana or another project management system a plus, but not required
 - Internet based fundraising tools, preferred
- Background in SEL and/or education is a plus but not required.

PERSONAL CHARACTERISTICS AND COMPETENCIES

The personal characteristics and competencies required for this position are:

- Excellent organizational skills with the ability to prioritize a workload and multi-task while maintaining strict attention to detail.
- Demonstrate the ability to use sound judgment and discretion regarding confidential information.
- Solid project management skills, including critical ability to coordinate and balance multiple projects in a

time-sensitive manner.

- Proactive collaboration style.
- Effective verbal and written communication skills.
- Demonstrated commitment to equity.
- Ability to work both individually and in a team environment.

COMPENSATION

CASEL seeks to maintain compensation packages competitive within the nonprofit and education sectors, commensurate with experience.

TO APPLY

Please email a **thoughtful cover letter and resume** outlining how your skills and experience meet the qualifications of the position and stating how you heard about this opportunity to careers@case.org. Please include the position title in the subject line of your email message. We regret that we will not be able to respond to phone inquiries about this position.

The Collaborative for Academic, Social, and Emotional Learning is an equal opportunity employer. CASEL evaluates applicants for employment on the basis of qualifications, merit and work-related criteria without regard to race, color, religion, gender, national origin, age, sexual orientation, mental or physical disabilities, pregnancy, medical condition, marital status or any other characteristic protected by law. CASEL employs and values a diverse work environment.